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## INFORMATION BULLETIN: 26-016

### EARLY START PROGRAM – TENANT IMPROVEMENT PROJECTS

#### **PURPOSE:**

This Information Bulletin establishes the requirements, limitations, and procedures for the issuance of Early Start Permits within the City of Garden Grove. An Early Start Permit allows limited construction activities to commence prior to completion of the full plan review process, subject to strict limitations and conditions established by the City.

The purpose of this program is to facilitate limited construction activities that may proceed independently of the full project approval process while ensuring public health, safety, and code compliance.

#### **APPLICABILITY**

Early Start Permits are limited to eligible interior tenant improvement (TI) projects only and may be approved at the sole discretion of the City.

This program does not apply to:

- New buildings or ground-up construction
- Additions or expansions to existing buildings
- Projects that increase building area, building footprint, or square footage
- Exterior construction work
- Structural systems or elements affecting the primary building structure

#### **Eligible Scope of Work**

Eligible work shall be limited to interior, non-structural sub-trade work that can be clearly separated from the overall project scope, including:

- Mechanical systems
- Electrical systems
- Plumbing systems
- Non-structural interior components

The City reserves the right to determine whether proposed work qualifies for an Early Start Permit.

#### **APPLICATION REQUIREMENTS**

Prior to issuance of an Early Start Permit, the applicant shall comply with the following requirements:

- Submit a formal permit application through the City's permitting system (GG Ready/VivaCivic).

- Provide partial construction documents clearly identifying the proposed Early Start scope of work.
- Demonstrate that the proposed work is clearly defined, limited in scope, and separable from the overall project.
- Obtain City review and approval of the proposed Early Start scope prior to permit issuance.

The City reserves the right to deny, modify, or limit the scope of any Early Start Permit request.

### **CONDITIONS OF APPROVAL**

Issuance of an Early Start Permit is subject to the following conditions:

- The permit is issued based on partial or incomplete construction documents.
- Work shall be strictly limited to the approved Early Start scope.
- Construction shall not proceed beyond the authorized scope of work.
- Any work performed outside the approved scope may result in a Stop Work Order or permit revocation.
- Issuance of an Early Start Permit does not guarantee approval or issuance of future permits.

### **ASSUMPTION OF RISK**

By requesting and accepting an Early Start Permit, the property owner, design professional, and contractor acknowledge and agree that:

- All work performed is at their sole risk.
- The permit does not constitute full project or plan approval.
- The permit conveys no vested rights or entitlement to final approval.
- Future plan review may require modifications, corrections, or removal of previously completed work.
- Any required corrections or removal of work shall be performed at the owner's sole expense.

### **INDEMNIFICATION**

The applicant agrees to indemnify, defend, and **hold harmless** the City of Garden Grove, its officers, employees, and agents from any and all liability, claims, losses, damages, or expenses arising out of or related to work performed under the Early Start Permit.

### **FINAL APPROVAL REQUIREMENTS**

Prior to issuance of subsequent permits or final project approval:

- The complete project shall be reviewed and approved by all applicable departments.
- All work shall comply with applicable codes, ordinances, regulations, and laws.
- Any non-compliant work shall be corrected or removed as required by the City.

### **REQUIRED AGREEMENT**

Prior to permit issuance, an executed Assumption of Risk Agreement shall be signed by all of the following parties:

- Property Owner
- Registered Design Professional
- Licensed Contractor

**CITY DISCRETION**

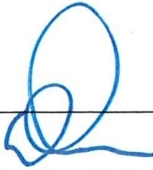
The City retains sole authority to:

- Determine project eligibility
- Limit the scope of approved early work
- Revoke an Early Start Permit at any time
- Require additional documentation, safeguards, or conditions as deemed necessary

**CONTACT INFORMATION**

For questions regarding this Information Bulletin or Early Start Permit eligibility, please contact the City of Garden Grove Building & Safety Division.

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<b><u>Approved:</u></b> David Dent <i>Deputy Director/Chief Building Official</i>	Signature: 
	Date: 3/4/22